

Attendance at funerals is not considered “Official Business of the State” and travel cannot be paid from state or institution funds.

Governor Policy Directory Number 6 - Travel Reimbursement – “All requests for travel reimbursement shall be reasonable, true and accurate. Managers shall be responsible for review and initial approval of **proposed work-travel plans** of all subordinates as well as final approval of their travel reimbursement vouchers. Any violation of this policy statement may be cause for dismissal.”

Governor Policy Directory Number 8 – “Religious Services and Funerals of Coworkers - Agency directors are encouraged to allow employees reasonable time off to attend services on religious holidays or to attend the funeral of a coworker. Directors are responsible for maintaining necessary staffing at such times.” The Governor’s policy indicates that agencies may allow “time off” which indicates that reimbursement is for official business only.

Additional Travel policies may be found in the State Travel Regulation.

Authority, Chief Fiscal Officer, Rules and Regulations

#### Rules and Regulations Generally

The Chief Fiscal Officer of the State is authorized by ACA 19-4-901 to promulgate rules and regulations with respect to travel and travel allowances and prescribe the forms and procedures for reporting, approving, and paying such travel allowances for all officers and employees of state government or for other persons who are authorized to carry out **official duties in connection with the business of the state.**

Rule 2 Standard Reimbursements for State Employees and Officials  
Effective date 1/01/2003

Officials and employees may be paid travel expenses when required to travel away from their “official station” **on state business**. “Official station” is the geographic location or “address” where the employee normally reports for duty and/or spends the majority of his/her productive time and must be designated as such in writing by the employer. An employee’s “residence” shall be the city or town in which the individual has an abode or dwelling place. An employee whose resident city is a location other than his/her “official station” shall not be allowed mileage to travel between them except as provided for in Rule 3, under Special Authorizations.

#### Reimbursement for Use of Privately Owned Vehicle

Private vehicle mileage shall be reimbursed and computed, using map mileage, between the travel site destination and the employee's official station or

residence, if leaving directly from the residence, whichever is less. Mileage reimbursement for official use of a private motor vehicle may be claimed, listed separately on the TR-1, within the vicinity of any locale.

When privately owned motor vehicles are used for travel on **official business**, the owner may claim reimbursement at the rate per mile established by the Chief Fiscal Officer of the State in effect during the time the travel occurred. The shortest major highway route (map mileage whether paper based or electronic), will determine the maximum mileage allowed.

The state will reimburse for **official miles** driven only. The state assumes no responsibility for any maintenance, insurance, operational costs, accidents, or fines incurred by the owner of the vehicle while on official business for the state.

Rule 11            Procedures for TR-1 (Travel Reimbursement)  
Effective date        1/01/03

The Travel Reimbursement instructions Form (TR-1) is the standard form to be utilized by all state officials, including board members and employees for the purpose of claiming reimbursement for travel expenses incurred by the traveler for meals, lodging and mileage on personal vehicles used **in connection with the official business of the state**. Electronic equivalents of this form may be used so long as the elements of information required on the official form are included. This form is also to be used for itemizing any miscellaneous expenses incurred by the traveler. A recapitulation of all expenses incurred by the claimant will appear on this form.

State policy memorandum dated February 14, 2003 from OSP states in part – “The state travel cards are exclusively for **business related travel expenses** personal expenditures are not appropriate and should never be allowed. Employees who use any of the state travel cards for personal expenditures expose themselves to having their cards suspended or cancelled and possible disciplinary actions by their employing agency/institutions.”